
City of Vicksburg

Job Description

Job Title: Senior Center Assistant

Department: Parks and Recreation – Senior Center

Reports To: Senior Center Director or Program Coordinator

FLSA Status: Non-Exempt

Prepared By: Roosevelt Brown

Prepared Date: 10/21/2025

Approved By: Carla Sullivan

Approved Date: 10/21/2025

Summary

The Senior Center Assistant supports the daily operations of the Senior Center by assisting with programming, providing administrative support, and helping to create a welcoming, safe, and engaging environment for senior citizens. This position involves direct interaction with older adults and requires excellent communication, organizational, and interpersonal skills.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Greetings and assists seniors, staff, and visitors in a friendly and professional manner.

- Supports the planning and execution of daily activities, classes, and events (e.g., arts and crafts, fitness, games, educational workshops).
 - Assists with set-up and clean-up of program spaces and equipment.
 - Monitors participants to ensure safety and engagement during activities.
 - Provides clerical support including data entry, scheduling, answering phones, and maintaining attendance records.
 - Assists with meal service or snack distribution as needed.
 - Helps coordinate transportation services or communicate schedule changes with transportation providers.
 - Communicate effectively with participants, family members, and staff to ensure needs are met.
 - Reports any concerns regarding the health or well-being of participants to the appropriate staff.
 - Maintains confidentiality and complies with all center policies and relevant regulations.
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Qualifications

- High school diploma or GED required, Associate's Degree or coursework in gerontology, social work, or a related field preferred.
 - Prior experience working with older adults in a recreational, healthcare, or social services setting preferred.
 - Strong organizational and multitasking skills.
 - Basic computer skills, including Microsoft Office, email, and data entry.
 - CPR and First Aid certification (or willingness to obtain).
 - Ability to lift up to 25 lbs. and assist with physical set-up of program areas.
 - Demonstrates patience, compassion, and a positive attitude toward aging and working with diverse populations.
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Work Environment

- Work is performed primarily indoors in a community center setting.
- May require occasional local travel or outdoor event support.
- Flexible scheduling may be required, including occasional evenings or weekends for special events.